

United States Court of Appeals for the Second Circuit



Vacancy Announcement

February 14, 2014
Reference# FY14-02

Position Title: Staff Attorney
To begin in August 2014
Location: Office of Legal Affairs, 40 Foley Square, NYC
Classification Level: CL 27
Salary Range: \$64,729 - \$84,146
Closing: Open until filled

Position Overview: The Staff Attorneys' Office assists the judges of the U.S. Court of Appeals for the Second Circuit with habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and Anders motions. Staff Attorneys function as law clerks to the court on these cases: they review case records and filings, conduct legal research, draft bench memoranda and proposed opinions and orders, and provide three-judge panels with legal advice regarding the appropriate disposition. Staff Attorneys are appointed for a two-year term, and may be asked to stay for additional one-year appointments, up to four years.

Staff Attorneys develop deep expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, social security, criminal law and sentencing, and commercial law. Staff Attorneys may have the opportunity to work on immigration appeals, which are also handled by the Staff Attorneys' Office.

Requirements: Staff Attorneys must be able to convey the results of legal research in a clear, concise, and objective manner to the judges of the Second Circuit; draft, proofread, and edit legal documents with accuracy and speed; manage their time effectively in order to meet tight deadlines; and confidently recommend dispositions.

A successful applicant must have outstanding academic credentials, and superior skills in analysis, research, writing, and editing. Applicants should have a strong interest in criminal law and procedure, administrative law, employment law, and civil rights issues. A JD from an ABA-approved law school is required. Prior federal court experience, including judicial internships, is preferred. Law review or other legal publication experience is strongly preferred.

Application Procedures: An application package should include the following materials: a cover letter, resume, law school transcript, two writing samples (unedited by another person), and contact information for three references (at least one of whom can comment on your writing). The application package should be submitted via email to SAO_Applications@ca2.uscourts.gov. Please include the reference # FY14-02 in the subject line.

ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.